

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 13

December 29, 2014

SUBJECT: USE OF SECRET SERVICE FUNDS FOR OTHER THAN WITNESS
RELOCATION AND ASSISTANCE PROCEDURES - REVISED;
AND, CALIFORNIA WITNESS RELOCATION AND ASSISTANCE
PROGRAM - REVISED

PURPOSE: This Order amends the final approving entity regarding the use of Secret Service Funds for other than witness protection, and the entity responsible for making annual allocation of Secret Service Funds to all geographic bureaus for the California Witness Relocation and Assistance Program, from the Special Assistant for Constitutional Policing to the Office of Administrative Services.

PROCEDURE: USE OF SECRET SERVICE FUNDS FOR OTHER THAN WITNESS
RELOCATION AND ASSISTANCE PROCEDURES - REVISED; AND,
CALIFORNIA WITNESS RELOCATION AND ASSISTANCE PROGRAM - REVISED.
Attached are the revised Department Manual Sections 3/355.10, *Use of Secret Service Funds for Other Than Witness Relocation and Assistance Procedures*, and 3/355.30, *California Witness Relocation and Assistance Program*, with revisions in italics. Additionally, the *Office of Administrative Services - Functions* within the Organization and Functions of the Los Angeles Police Department (LAPD) has been revised to be consistent with the revised Sections 3/355.10 and 3/355.30, and has been attached to this Order.

AMMENDMENT: This Order amends Sections 3/355.10 and 3/355.30 of the Department Manual.

AUDITING RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, will review this directive and determine whether an audit or inspection will be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

Attachments

DISTRIBUTION "D"

**DEPARTMENT MANUAL
VOLUME III
Revised by Special Order No. 13, 2014**

355.10 USE OF SECRET SERVICE FUNDS FOR OTHER THAN WITNESS RELOCATION AND ASSISTANCE PROCEDURES. The Secret Service Fund is used for expenses incurred during criminal investigations arising within the City of Los Angeles and for such expenses necessarily incurred in the detection of crime. The fund *must* not be used for any of the following:

- To supplement the income of any Department employee;
- To procure any fixtures, equipment, or supplies for the general use of the Department; or,
- To employ any personnel from established civil service classifications.

Disbursement and Expenditures. Each Area commanding officer, and division commanding officers designated by the Chief of Police, *must* be allotted Secret Service Funds. The funds *must* be used as follows:

- The funds *must* be expended only when necessary in the furtherance of criminal investigations that fall within the area of responsibility of the commanding officers.

Note: Officers may use their own money for investigations, subject to reimbursement by an assigned supervisor. When it is known in advance of an operation that a specific expenditure will be required, the Officer in Charge may provide Secret Service Funds.

- After an expenditure, the officer *must* submit an Expenditure of Secret Service Funds, Form 15.37.01, to his or her supervisor for approval and reimbursement no later than the following workday.

Note: Expenditures over \$250 for narcotics investigations, \$50 or more for vice investigations, and \$150 or more for vehicle rentals require approval of the commanding officer prior to the expenditure.

Exception: Entities may submit a request through channels to the Chief of Police for approval of higher routine expenditure limits when specific, ongoing operational needs are identified.

Obtaining Additional Funds. Additional funds may be provided when the following conditions exist:

- When Secret Service Funds have been depleted by necessary expenditures;
- When a specific investigation requires an inordinate amount of funds; or,
- When an immediate investigation is essential.

Entities needing additional monies *must* first contact their bureau for any reserve funds. If reserve funds are not available, the requestor *must*:

- Complete an Intradepartmental Correspondence, Form 15.02.00, from *their* commanding officer to the *Director, Office of Administrative Services (OAS)*, which describes in detail the purpose and need for the additional funds.

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The *Form 15.02.00* must include the following:

- A signature block for the Director, Office of Operations (OO), if the entity requesting the additional funds falls under the chain of command of OO;
- A signature block for the Director, Office of Special Operations (OSO), if the entity requesting the additional funds falls under the chain of command of OSO; and,
- A signature block for the Commanding Officer, Professional Standards Bureau (PSB), if the entity requesting the additional funds falls under the chain of command of PSB.

All other entities *must* include their bureau commanding officer's signature block.

- Ensure that the Form 15.02.00 includes a signature block for *the Director, OAS*, as well as any special circumstances pertaining to the investigation (e.g., the possibility and manner of reimbursement). Confidential information that would compromise the investigation *must* not be included in the request.

Note: If appropriate, a fact sheet may accompany the Form 15.02.00. Upon completion of the Form 15.02.00 by the requesting commanding officer, the Form *15.02.00* must be distributed as follows:

- Submit the Form 15.02.00 to the appropriate bureau commanding officer for review;
- After review and approval, the bureau commanding officer *must* forward the Form 15.02.00 to the Director, OO, the Director, OSO, the Commanding Officer, PSB, *or* whichever entity is applicable;
- After review and approval, the Director, OO, the Director, OSO, or the Commanding Officer, PSB, *or the appropriate entity* must forward the request to *the Director, OAS*; and,
- The *Director, OAS* will conduct the final review of the request and if approved, additional funds will be made available from the Office of the Chief of Police Reserve Fund.

Recovery of Secret Service Funds. In order to protect the integrity of the Department and the credibility of *the* involved officers, the following procedures have been established for recovering Secret Service Funds:

- The Arrest Report, Form 05.02.00, *must* list in detail all monies expended and the disposition of the money involved;
- Money *must* be recovered only when it can be identified by serial numbers or other markings; and,
- Other operating expenses incurred in the investigation *must* not be taken from the person arrested.

Note: When winnings have been received in bookmaking investigations, the original bet *must* be taken from the winnings, returned to the Secret Service Fund, and the remainder booked as evidence.

Exception: Entities may submit a request through channels to the Chief of Police for approval of higher routine expenditure limits when specific, ongoing operational needs are identified.

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355.30 CALIFORNIA WITNESS RELOCATION AND ASSISTANCE PROGRAM.

The California Witness Relocation and Assistance Program (CAL WRAP) is a County program designed to increase successful criminal prosecutions through the protection of witnesses and their families. The following criteria must be met in order to obtain funds from the CAL WRAP:

- A witness or family member has been threatened, or an actual threat to the safety of a witness or family member exists;
- Criminal charges have been filed, or there is a strong likelihood charges will be filed by the District Attorney's (DA's) Office against a defendant; and,
- The witness will be called or has been called to testify against the defendant.

Disbursement. The *Office of Administrative Services* will make an annual allocation of Secret Service Funds to all geographic bureaus for the purpose of administering the CAL WRAP at the bureau level. This allocation *must* occur at the beginning of each fiscal year.

*** The remainder of this Section remains unchanged.***

**Organization and Functions of the
Los Angeles Police Department
Revised by Special Order No. 13, 2014**

OFFICE OF ADMINISTRATIVE SERVICES – FUNCTIONS. The Director, Office of Administrative Services, under the direction of the Chief of Police, is responsible for:

- Administering the Department's personnel services;
- Developing, implementing, and conducting the Department's recruiting and training programs;
- Investigating backgrounds of Department candidates;
- Administering psychological services to employees and their families, providing consultation to Department managers on matters related to stress management, crisis intervention, rehabilitation, and other related Department programs and systems;
- *Making annual allocation of Secret Service Funds to all geographic bureaus for the California Witness Relocation and Assistance Program;*
- Providing support, guidance and information to Los Angeles County Metropolitan Transportation Authority regarding transit related concerns within the City limits;
- Administering critical and major incident debriefings; and,
- Develop, provide and assess command level "Hydra" training exercises.

The remainder of this Section remains unchanged.